



Administrative Policies and Procedures: 27.21

Subject:	Contraband
Authority:	TCA 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-3A-19; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center and DCS Group Home Employees

Policy Statement:

Designated Youth Development Center and DCS Group Home employees shall properly and safely dispose of all confiscated contraband.

Purpose:

To ensure a process for control and disposal of contraband to maintain the safety of employees, youth and visitors in youth development centers and DCS group homes.

Procedures:

A. Written local procedures	The YDC superintendent and DCS group home supervisor must ensure that local procedures are written to identify the proper method of handling, identifying, storing and disposing of contraband. The procedures must be reviewed annually and documented.
B. Notification	<p>Each Youth Development center Superintendent and DCS Group Home Supervisor/designees must notify the youth, staff, or visitors of items that are contraband. They shall be notified as follows:</p> <ol style="list-style-type: none">1. Informing youth Staff must inform youth in writing in the student handbook of items that are not permitted and those considered being contraband. Staff must discuss this information with the youth during the orientation process.2. Informing visitors A notice of the exclusion of listed contraband, along with a notification of facility search regulations must be posted at the entrance to all facilities.3. Informing staff Staff will be informed during orientation of the facility regulations regarding contraband.

C. Storage procedures	All contraband must be identified, tagged and stored properly until it is no longer necessary for disciplinary or evidentiary purposes, at which time it must be disposed of immediately. Reports from the YDCs will be filed with Internal Affairs.
D. Local disposal procedures	<p>The Superintendent or DCS Group Home Supervisor must ensure procedures for disposing contraband include the following.</p> <ol style="list-style-type: none">1. Drugs Drugs, narcotics, and non-prescribed medication must be disposed of as prescribed by law.2. Currency United States currency obtained through illegal means and confiscated from a youth must be deposited into the State of Tennessee general fund account.3. Weapons/ammunition Designated staff must:<ol style="list-style-type: none">a) Transport to the local law enforcement agency or contact local law enforcement agency as applicable for disposal of firearms and/or ammunition.b) Obtain a receipt for firearms from the receiving agency.c) Destroy other weapons, such as knives, clubs, etc.d) Notify Internal affairs4. Alcohol Dispose of alcoholic beverages by pouring it down a drain or flushing it in a toilet.5. Valuables<ol style="list-style-type: none">a) When valuables (other than currency) are confiscated from youth, the Superintendent/Supervisor/designee must determine whether the item is to be retained at the facility or returned to the youth's nearest relative or guardian.b) Valuables confiscated from employees and visitors must be returned to the owner(s) after completion of any disciplinary or evidentiary proceedings.
E. Documentation	<ol style="list-style-type: none">1. Witnesses The Superintendent/Supervisor/designee must designate at least two (2) other staff members to witness the disposal of any contraband.2. Documentation of contraband items Designated staff members must prepare a list of all confiscated contraband, witnesses, and disposition.

	3. Filing Documentation must be forwarded immediately to the Superintendent/ Supervisor and the documentation will be retained on file for three (3) years.
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Forms:	<i>None</i>
Collateral documents:	<i>None</i>